



www.westfargond.gov

Larry M. Weil, Planning and Community Development Director  
Tim Solberg, Senior Planner  
Lisa Sankey, Assistant Planner

West Fargo Planning and Zoning Commission  
May 12, 2014 at 7:00 P.M.  
West Fargo City Hall

Members Present: Eddie Sheeley  
Tom McDougall  
Connie Carlsrud  
Terry Potter  
Scott Diamond  
LeRoy Johnson  
Jerry Beck  
David Zupi

Others Present: Larry Weil, Lisa Sankey, Tim Solberg, Dustin Scott, Jim Brownlee, Matt Marshall, Chris Brungardt, Jeff Eberhardt, Dell Sprecher, Kendall Frost, Jim Rudlang, Al Bultman, Frank Lenzmeier, Danny Schatz, Mike Staber, Pat Cronin, Jim Entenman, Dan Bueide, Amanda Weise, Gabriel Gust, Adam and Andrea Sandbeck

The meeting was called to order by Chair McDougall.

Commissioner Potter made a motion to approve the April 14, 2014 meeting minutes as written. Commissioner Beck seconded the motion. No opposition. Motion carried.

The first item on the agenda was A14-30 Conditional Use Permit for Temporary concrete batch plant for construction projects on Proposed Lot 3 Block 2 of West Fargo 3<sup>rd</sup> Addition, City of West Fargo, North Dakota.

Tim reviewed the following information from the staff report:

The property is between BNSF Railroad and 12<sup>th</sup> Avenue NW, along and to the west of 9<sup>th</sup> Street NW. The area is within the City's Extraterritorial Limits. The property is currently being annexed, subdivided and rezoned to establish clear legal descriptions for the area and allow sewer and water services. This plat has been finally approved and is awaiting recording.

In order to stockpile product and manufacture cement on the site a Conditional Use Permit is required. The proposed use is consistent with City Plans and Ordinances.

The applicant proposes to operate a cement manufacturing operation between the City's Regional Lift Station to the north and the site surrounding the old Federal Beef processing plant. The applicant proposes having a portable batch plant, 3 material stockpiles with an approximate height of 20' and radius of 50' and a small aboveground fuel tank. At this time the applicant is proposing a temporary permit for up to 48 months.

Notices were sent to adjacent property owners for review. No comments have been received. The City also notified City Departments, Cass County Planning, utility companies and SE Cass Water Resource District.

It is recommended to conditionally approve the proposed temporary cement manufacturing operation and stockpile of materials for a term of 48 months as a conditional use for the property as it is consistent with City plans and ordinances with the following condition:

1. Site of aboveground fuel tank be approved by Fire Department.

Tim stated that this is not a public hearing. Due to time constraints the public hearing will be held at the City Commission on Monday, May 19<sup>th</sup>. It is up to the discretion of the Chair to take any public comments.



There were no comments from the public.

Commissioner Sheeley asked for clarification regarding length of operation being 48 months, compared to the previous location which was 24. Tim indicated the previous application referred to ending by December 31, 2015 and that they may be looking at this site as a permanent location.

Commissioner Sheeley made a motion for approval based on staff recommendations. Commissioner Beck seconded the motion. No opposition. Motion carried.

Chair McDougall opened public hearing A14-28 Conditional Use Permit to allow for aboveground fuel storage on proposed Lot 2, Block 2 of West Fargo 3<sup>rd</sup> Addition, City of West Fargo, North Dakota.

Tim reviewed the following information from the staff report:

The applicant proposes to operate an aboveground fuel storage facility. An application and site plan have been submitted. The site is being developed for another user.

The applicant proposes to construct a building with office and shop space on the front of the property. The aboveground fuel storage function would take place to the rear of the property and is proposed to be earth-bermed and fenced. There is also proposed fuel storage within the building with an interior drive-thru for loading and unloading and as well as an exterior loading dock.

Ingress and egress to the property is from 9<sup>th</sup> Street NW (Cass County Highway #19) to the east and to 8<sup>th</sup> Avenue NW to the north. There has been discussion on potential changes to the alignment of 9<sup>th</sup> St NW (Cass County Highway #19) that may take place in the future as part of the 2015 12<sup>th</sup> Avenue North project. The City encourages the development of 8<sup>th</sup> Avenue NW and to use this as the primary access. The City would further seek to de-emphasize the use of direct access to 9<sup>th</sup> St NW (Cass County Highway #19) as a primary access.

Notices were sent to adjacent property owners for review. No comments have been received. The City also notified City Departments, Cass County Planning, utility companies and SE Cass Water Resource District. Staff is anticipating written comments from the WF Fire Department.

It is recommended to conditionally approve the proposed aboveground fuel storage facility use for the property as it is consistent with City plans and ordinances. The conditions are as follows:

1. Due consideration of Fire Department concerns be given, and that the Fire Department be given the ability to recommend further review of the Conditional Use Permit in the event there are concerns of fuel type or site design.

Tim indicated that Dell and Kendall from the Fire Department were available to answer any questions.

There were no comments from the public. The hearing was closed.

Commissioner Johnson asked if there was a dirt dike containment area to hold potential spills. Applicant Danny Schatz stated that the tanks shown inside the building are 12' in diameter and will hold motor oil. The objective is to deliver by rail and keep indoors. The two aboveground tanks will hold diesel fuel and the intent is probable usage for product that might need to be offloaded. Commissioner Johnson asked if dirt containment is required. Mr. Schatz stated it would be a water/oily water containment system with rings around the tank for the containment area.

Mr. Schatz stated that Houston Engineering laid out the footprint and at some point there will be a water retention area.

Commissioner Beck made a motion for approval based on staff recommendations. Commissioner Zupi seconded the motion. No opposition. Motion carried.

Chair McDougall opened public hearing A14-24 Conditional Use Permit to allow for a window manufacturing facility at 2324 West Main Avenue (Lots 9-13, Block 1 of Knutson's 1<sup>st</sup> Addition and Lots 4-8, Block 2 of Butler's 8<sup>th</sup> Addition), City of West Fargo North Dakota.



Tim reviewed the following information from the staff report:

The property is on Main Avenue West, west of 21<sup>st</sup> Street West and north of the I-94 on ramps. The property was intended for heavy commercial and light industrial uses. The original PUD agreement allows for light manufacturing as a conditionally permitted use. The proposed development plan is consistent with City Plans and Ordinances.

The applicant proposes to develop the site with a window manufacturing facility. The development is affected by the PUD District, CO-R District and CO-I District. Where standards differ in the various districts, the most stringent provision applies. A copy of the applicable standards for the development is incorporated within the staff report.

The applicant has submitted a site plan showing a 78,000 ft<sup>2</sup> building with storage/warehousing, loading docks and office space and a 9,120 ft<sup>2</sup> metal out building. The site plan shows building setbacks of 305' to the rear, 60' to the east side, 206' to the west side for the main building and 21' for the storage out-building, and 150' for the front of the main building and 315' for the storage out-building. Parking appears to be adequate; however the site plan should be adjusted to include a required 5' side yard setback on the east side.

The PUD standards state that only one access per two lots is allowed and is to be shared between the lots in this development; site plan shows two accesses off of the frontage road for 5 lots. Staff believes this is adequate and meets the intent of the adopted PUD standards. Although not required at this time, it would be encouraged that the developer consider replatting the property at some time to combine the lots.

Building elevations were submitted showing the south side of the main building will be no more than 70% metal, as is required by ordinance. A revised site plan was submitted earlier today for the outbuilding, showing the elevation to include 30% required materials (glass, brick, wood, stone, architectural concrete cast in place or precast concrete panels), instead of being entirely of metal.

Property owners within 350' were notified and a comment from an area business was received regarding increased traffic from the business impacting the area. Tim stated that while the uses are consistent, at the end of the day 21<sup>st</sup> Street at Main is fairly busy. This is an issue for the Traffic Advisory Committee to review, especially with the proposed FedEx and MinnKota facilities.

Staff recommends conditional approval of this application on the basis it is consistent with City plans and ordinances with the following condition:

1. All buildings meet applicable standards of the CO-I, CO-R, and PUD districts including landscaping, parking, setback, screening requirements and building construction standards of a maximum of 70% of the wall which fronts on the public street to be constructed of metal or fiberglass if it is coordinated into the architectural design.

There were no comments from the public. The hearing was closed.

Commissioner Zupi asked about number of employees. Applicant James Rudlang, True North Steel, stated that there would be 60 per shift. Tim indicated Trail King is planning to expand to the west as well.

Commissioner Sheeley made a motion for approval based on staff recommendations. Commissioner Potter seconded the motion. No opposition. Motion carried.

Chair McDougall opened public hearing A14-26 Conditional Use Permit to replace storage building at 1851 County Road 17 North (parcel in NW¼ of Section 32, T140N, R49W [Reed Township], Cass County, North Dakota), West Fargo, ND 58078.

Tim reviewed the following information from the staff report:

The property is located outside of the Sheyenne Diversion and appears to be within a flood hazard area in Reed Township. The applicant proposes constructing a 2,400 square foot pole barn/shop for storage of township maintenance equipment to replace the existing building that is in disrepair.



Site and building plans were submitted proposing construction of a 40' x 60' building for equipment storage in the SW corner of the property, about 35' from the south property line and 42' from the west property line. Corridor Overlay standards require a 45' front yard setback from the right of way of Cass County Highway 17, but do not speak to side and rear yard setbacks in an Agricultural zoned district. Building construction standards of the Corridor Overlay District do not speak to agriculturally zoned properties.

Reed Township officials, Cass County Planning and property owners within 350' were notified. With the water as high as it has been in the past, the structures on this property have not been flooded. The proposed building will be required to be built 2' above the 100-year elevation.

Staff recommends conditional approval of this application on the basis it is consistent with City Plans and ordinances with the following conditions:

1. The applicant is to meet all Federal, State and local requirements for improvements to the site and structures.
2. The new building be moved 3' back to accommodate the required 45' setback of the Corridor Overlay District.

There were no public comments. The hearing was closed.

Pat Cronin, representing Reed Township, was available to answer any questions.

Chair McDougall asked if both buildings were remaining. Tim stated that the town hall building would remain and the existing storage building would be torn down and replaced.

Commissioner Johnson stated that he spoke with the township chair and suggested the building be moved back about 30' to allow for more parking. Mr. Cronin stated that there are issues with the drain field from the other building, but would look into it. Commissioner Johnson asked about having to raise up the building two feet. Mr. Cronin stated yes to keep water out of it.

Commissioner Johnson made a motion for approval based on staff recommendations. Commissioner Beck seconded the motion. No opposition. Motion carried.

Chair McDougall opened public hearing A14-29 Planned Unit Development Amendment for Lot 1, Block 1 of Christianson 2<sup>nd</sup> Addition, City of West Fargo, North Dakota.

Larry reviewed the following information from the staff report:

The property, which was platted and zoned last month, is south of I-94, west of Christianson 1<sup>st</sup> Addition and west of Sheyenne Street/Cass County Highway #17. The property is zoned Planned Unit Development and located in the CO-I: Interstate Corridor Overlay District, which requires a higher standard of building materials and increased site layout standards. Building materials and site layout must be approved by Planning and Zoning and City Commissions. The PUD established additional development standards for the subdivision property.

The applicant proposes developing a motorcycle sales and service facility. The proposed use is consistent with City plans and ordinances, but not consistent with the PUD standards established for the subdivision which is the reason for the proposed amendment.

The applicant proposes to construct a motorcycle sales and service establishment on the property. The applicant has submitted an application for a PUD amendment and detailed development plans including site plan, floor plans, elevation plans, screening plan, and proposed revisions to the PUD standards. The proposed motorcycle sales and service use would be located on a 405,107 square foot property (9.3 acres). The applicant proposes constructing a structure with 24,713 square feet on the main floor. The site plan shows the building being placed 110' from the front property line, approximately 50' from the northwest property line, and a considerable distance from the southeast and south property lines. The setbacks exceed the CO-I District and PUD standards. The site plan shows 84 parking spaces on the southeast side (front entrance) of the building and another 12 spaces to the rear of the building. Additionally the business will have a 200'x300' improved surface training area which can be utilized for overflow parking. Parking requirements will be determined when the City receives construction plans for permitting; however, appears to be adequate.



The CO-I District requires commercial buildings fronting on I-94 have no more than 30% metal facing. Given the orientation of the property along I-94, the PUD requires building construction would adhere to the CO-I District for all building sides visible from the Interstate. This standard was considered due to public concerns from construction of previous buildings in the area. One of the considerations discussed earlier was to increase the required landscaping on the other visible sides.

The applicant proposes that as an option on the non-interstate side, metal can be increased to 50% if the building façade provides at least two articulation masses projecting in or out two feet from the main vertical façade plane for at least 30% of the façade, or increase the metal up to 100% if said building façade is screened at least 70% by a landscaped shelter belt at its maturity. The elevation plans show the I-94 side and southeast side of the building would achieve the non-metal standards. The northwest side of the building would adhere to extensive landscaping as it would be 100% metal. The Sheyenne Diversion levy affects the view of a portion of the building. If this standard is approved, the intent is to apply the same standard to other unplatted/undeveloped Interstate properties in the area. Landscaping for the subdivision lots and street boulevards will be according to the Interstate Corridor Overlay District, PUD Standards, and City's Landscape Standard.

Notices were sent to area property owners. The City also provided the proposed development plans to City departments, Park District, Post Office, SE Cass Water Resource District, and utility companies.

It is recommended to conditionally approve the application on the basis that the application is consistent with City plans and ordinances. The conditions of approval are as follows:

1. Detailed Development Plans as submitted are approved for the development.
2. A landscape plan is submitted that meets all city requirements.
3. Parking requirements are determined once final construction plans are received, and adequate parking should be provided.
4. A construction schedule is received showing the timing of all improvements.
5. A signed PUD Agreement is received.

Nate Vollmuth, representing Paces Lodging, stated that the way the project is currently designed occurred after discussions with the property owner to the north across I-94 who had some concerns with the elevations. The architect has done a great job and he feels this is a great gateway into the community. He's available to answer any questions as is a representative from Fargo Harley Davidson.

Larry reviewed the elevations directly viewed from I-94. Jim Entenman, Fargo Harley Davidson, stated that they've hired a landscape architect. The size of trees won't be saplings. They'll work with Planning regarding the landscape plan. This will be a premium, topnotch facility. He's been in the business for 38 years.

Chair McDougall asked about the sidewall height. Mr. Entenman stated 22'. Mr. Entenman reviewed the site and elevation plans.

Commissioner Beck asked about the second story. Mr. Entenman stated it would be administrative offices. They intend to have 25 full time employees at this site to start.

Commissioner Diamond asked about the training area. Mr. Entenman stated that they have a training program called the Harley Davidson Riding Academy where they teach 6-12 people at a time how to ride motorcycles. There's a similar program run by Abate further to the south along Sheyenne Street.

Dan Bueide, Attorney with Vogel Law Firm and representing the Beatons who own property to the north, stated that he feels they'll be great neighbors and have gone a long way in terms of addressing their concerns. He reviewed the west side of the building, which is proposed to be metal and suggested wrapping a few more trees from the north along this part of the building. He appreciates the plantings.

Mr. Entenman stated that there is the perception when one mentions steel that it's similar to a storage building. He just built a structure with steel that has an aggregate finish. They want this to be architecturally pleasing and haven't picked the product yet, but it will be topnotch and look well.

City Economic Development Director Matt Marshall stated that there is a difference between regular steel and architectural



type steel - the difference between a Morton building and what Blue Cross Blue Shield of ND and office buildings along Beaton Drive have.

Discussion was held regarding aesthetics. Larry stated that the architect did an additional study and looked at the site from different views. Tim stated that they still have to meet the landscaping standards, that they are not complete.

Mr. Entenman stated that they also intend to install the access all the way to the north right away so they're not dealing with having the lot dug up in the future.

There were no other comments from the public. The hearing was closed.

Commissioner Zupi made a motion for approval based on staff recommendations. Commissioner Johnson seconded the motion. No opposition. Motion carried.

Chair McDougall opened public hearing A14-25 Conditional Use Permit for Group Child Care Facility for up to 18 Children within a home at 3549 Eagle Run Lane (Lot 52, Block 2 of Eagle Run 11<sup>th</sup> Addition), City of West Fargo, North Dakota.

Tim reviewed the following information from the staff report:

The applicant has been operating a group child care facility at another location and is currently building a new home with the intent of living in this home while building. She would like to provide child care services for up to 18 children at this location for before/after school and summer daycare.

The applicant has submitted an application for a conditional use permit and a site plan for the property, and has indicated that she intends to have up to 18 children with a helper. The property has a two-stall garage and two-stall driveway which accesses Eagle Run Lane. The yard is fenced. A six-foot solid fence is required to enclose the area in which children are to be playing outside.

Residential daycares are required to provide off-street parking of one space/10 children and 1 space for every employee in addition to the two required spaces for all single family residential units. It is important that children be dropped off in the driveway, as this continues to be a concern of the Planning and Zoning Commission.

Where fencing is not in place, a solid board fence has been generally viewed as the most appropriate to buffer and screen adjacent properties from noise and confine children to the property. Where other fencing is in place, the City has allowed the fencing with the stipulation that if complaints are received from neighbors, then solid fencing would be required to be installed. There is a chain link fence in place and the applicant has indicated that they intend to use the backyard minimally with outdoor activities occurring more at parks, pools, and field trips.

Given the applicant indicated they plan to build a new home it is important to note that in order for the use to remain consistent with the Provisions of Home Occupations found in Section 4-448 it is required that the use of the dwelling unit for the home occupation is clearly incidental and subordinate to its use for residential purposes by its occupants.

Notices have been sent to property owners within 350'. Comments from a neighbor were received and are attached to the staff report. The neighbor's concerns deal with traffic and the size of the property. Comments along with a petition, which was submitted by a resident, are attached to the staff report. Additional emails were received after the packets were mailed out and copies given to commissioners this evening.

Staff recommends conditional approval on the basis that with set conditions below that the application would be consistent with City plans and ordinances; the proposed conditions are as follows:

1. Adequate off-street parking spaces are provided to meet city code requirements.
2. Children are dropped off in the driveway only.
3. If the fence is deemed inadequate for screening and neighbor complaints are received that the applicant constructs a solid privacy fence.
4. That the use continue subordinate to its use for residential purposes by its occupants per Provisions of Home Occupations found in Section 4-448.



Tim stated that it may be difficult to meet condition #1, as there does not appear to be room for additional parking if the applicant has a helper. The site plan shows 4 spaces, but per the size requirements and sidewalk, it would appear there are actually only two additional spaces.

Al Bultman, 3561 Eagle Run Lane, stated that the majority of the neighbors aren't against the use. The connecting neighbor is concerned with noise and the number of kids scared everyone. They feel a privacy fence should be required as it's a safety issue. They are also concerned with parking being an issue, especially during the winter. He also stated that the next door neighbor smokes in her home and on the deck and wondered if there were regulations or issues regarding that.

Chair McDougall asked about the existing fence. Mr. Bultman stated that it's chain-link.

Commissioner Diamond asked about the petition. Mr. Bultman stated that he went door to door and spoke with his neighbors about their concerns and then typed up the petition based on their comments, which they signed.

Gabriel Gust, 3426 Eagle Run Lane, stated that there have been other daycares in the area in the past and there is a need for it as there are a lot of children in the neighborhood. He stated that he personally knows Amanda and there haven't been any problems with her existing daycare facility. Pretty much everyone on their street works during the day and this is going to be a before and after school program, so most people won't be home during the day to deal with any potential noise.

Chair McDougall asked the applicant if she planned to live in this home. Mrs. Weise stated yes. Nine months out of the year this will be a before and after school program and during the summer they don't plan to stay at home and will be at the park or pool, so she's hoping to keep the existing fence. Her hours during the summer will be 6:30 to 5:30.

Commissioner Sheeley asked about the number of kids. Mrs. Weise stated she has 3 of her own, so she'd be caring for 15 additional ones.

Chair McDougall asked about the neighbor who smokes. Mrs. Weise stated that they have separate ventilation systems. She feels the neighbors are becoming creative with their concerns. She's never had any concerns or complaints in the past.

Commissioner Sheeley asked about the employee. Mrs. Weise stated she'll have a part time employee who will just be there to help with field trips and park activities.

Commissioner Zupi asked if she was currently licensed. Mrs. Weise stated that she's licensed for 18.

Chair McDougall asked if there had been any complaints with her existing daycare. Assistant Planner Lisa Sankey stated no.

Commissioner Sheeley asked if the two spaces in the garage cover the parking requirements. Larry stated that the two in the garage are for the established home. This came up before with another daycare and it wasn't allowed.

Discussion was held regarding pick up and drop off times. Chair McDougall asked if the part time employee would be there during drop off and pick up. Mrs. Weise stated no, she only needs her for activities and field trips.

There were no other public comments. The hearing was closed.

Commissioner Sheeley stated he felt the parking will be a nonissue and daycare is needed. He made a motion for approval based on the four conditions listed in the staff report. Commissioner Zupi seconded the motion. No opposition. Motion carried.

Chair McDougall opened public hearing A14-27 Conditional Use Permit to allow for a Group Child Care Facility for up to 18 Children within a home at 626 20<sup>th</sup> Street East (Lot 21, Block 5 of Meadow Ridge 2<sup>nd</sup> Addition), City of West Fargo, North Dakota.

Tim reviewed the following information from the staff report:

The applicant operates another child care facility at a different location. She would like to provide child care services for up to 18 children at this location. Someone will continue to live in the home as is required in order for the use to remain



consistent with the Provisions of Home Occupations found in Section 4-448 requiring the use of the dwelling unit for the home occupation to be clearly incidental and subordinate to its use for residential purposes by its occupants.

The applicant has submitted an application for a conditional use permit and a site plan for the property, and has indicated she intends to have 18 children. The property has a double-stall garage and very long driveway which accesses 20<sup>th</sup> Street East. The yard is partially fenced. A six-foot solid fence is required to enclose the area in which children are to be playing outside.

Residential daycares are required to provide off-street parking of one space/10 children (drop-off and pick-up) and 1 space for every employee in addition to the two required spaces for all single family residential units. As per these requirements, the applicant must be able to provide 2 off-street parking spaces for the 18 children, plus additional parking for any employees. Currently the property can accommodate 3-4 on-site/off-street parking spaces in addition to the two spaces in the garage for the residential use. All spaces are constructed of a durable material, concrete or asphalt.

Notices have been sent to property owners within 350'. There were some questions from individuals wanting more information.

Staff recommends conditional approval on the basis that with set conditions below that the application would be consistent with City plans and ordinances; the proposed conditions are as follows:

1. Adequate off-street parking spaces are provided to meet city code requirements.
2. Children are dropped off in the driveway only.
3. Remaining portion of the yard should be fenced.

There were no comments from the public. The hearing was closed.

Commissioner Zupi asked about the remaining portion of the fence. Applicant Andrea Sandbeck stated that 60' of the fence needs to be installed to enclose the yard. They were waiting to see if they got approval.

Adam Sandbeck asked how long 7<sup>th</sup> Avenue was going to be under construction and if would be possible to place some directional signs. Larry indicated the project would be throughout the summer. There is a provision in the ordinance for signs during construction.

Commissioner Sheeley made a motion for approval based on the three conditions listed in the staff report, as well as an additional condition that the use continue subordinate to its use for residential purposes by its occupants per Provisions of Home Occupations found in Section 4-448. Commissioner Potter seconded the motion. No opposition. Motion carried.

The next item on the agenda was the FM Metro COG long range transportation plan update.

Senior Transportation Planner Bill Christian stated that federal regulations require that the Long Range Transportation Plan be updated every 5 years. He referred to page 4 of the Executive Summary which shows projected population growth and potential traffic congestion.

He then referred to Page 12 which prioritizes projects into Short, Mid and Long Term. The gray or Illustrative area indicates where a project is needed; however there isn't funding available. The numbers on the map correspond to the tables on Pages 13 and 14. Page 14 lists the West Fargo projects. Page 17 shows 2040 Congestion with all fiscal constrained plan improvements

Mr. Christian stated that they are presenting the plan to all the local City Planning and City Commissions and asking each City for a resolution in support of this.

Discussion was held regarding the Growth, Trends and Forecast information on page 4 and how the Roadway Plan showing 2040 Congestion is developed. Mr. Christian indicated it is run through a transportation demand model.

Commissioner Sheeley asked about designating in 5 years the Sheyenne Street widening project and the funding. Mr. Christian stated usually short term planning projects are given 80/20 funding.



Frank Lenzmeier asked about the gray/illustrative areas showing needs but no money. Mr. Christian stated that they tried to identify projects so if funding becomes available they can prioritize those projects.

Chair McDougall asked about pedestrian path planning. Mr. Christian stated those fall under separate projects, which involve Transportation Enhancement (TE) projects. He indicated that FM Metro Council website [www.fmmetrocog.org](http://www.fmmetrocog.org) has the complete plan. The City Commission will be reviewing the plan next Monday. He provided contact information with the executive summary should anyone have any comments or questions.

Under non-agenda Chair McDougall welcomed new Planning and Zoning Commissioner David Zupi.

Commissioner Johnson made a motion to adjourn. Meeting adjourned.